

Sunset Public Hearing Questions for
ADVISORY COUNCIL ON TEACHER EDUCATION AND CERTIFICATION
Created by Section 49-5-110, *Tennessee Code Annotated*
(Sunset Termination June 2015)

1. Provide a brief introduction to the council, including information about its purpose, statutory duties, staff, and administrative attachments.

The Advisory Council on Teacher education and Certification (ACTEC) is authorized by TCA 49-5-110. It is charged to "...make a continuous study of problems involved, and render advice and assistance to the state board of education." Staffing is handled through the normal operation of the state board staff.

2. Provide a list of current members of the council. For each member, please indicate who appointed the member. Please indicate if there are any vacancies on the council and explain what is being done to fill those vacancies.

Hal Knight, Dean, East Tennessee State University
Mike Novak, Principal, Bedford County Schools
Kim Paulsen, President, Tennessee Association of Colleges of Teacher Education
Bob Rider, Dean, University of Tennessee- Knoxville
Sharon Roberts, Chief Operating Officer, State Collaborative on Reforming Education
Julie Shirer, Teacher, Cleveland City Schools
Mary Ann Sparks, Human Resource Director, Wilson County Schools
Gera Summerford, President, Tennessee Education Association
Chair, Monte Tatom, Professor, Freed-Hardeman University
Danny Weeks, Superintendent, Dickson County Schools

At present, there are no vacancies. Members are appointed by a vote of the state board.

3. Does the council's membership include public/citizen members? Female members? Members of racial minorities? Members who are 60 years of age or older?

The council is made up of members that represent various teacher education related constituencies. It includes females and members over the age of 60; at present there are no minority race members. The council regularly seeks input from public citizens as well "Council Advisors" who offer expertise in various content areas.

4. How many times did the council meet in fiscal years 2013 and 2014, and how many members were present at each meeting?

The council met three times during FY13-14. A quorum was present at each meeting. All meetings were conducted electronically, via webinar, at no additional cost.

5. What per diem or travel reimbursement do council members receive? How much was paid to council members during fiscal years 2013 and 2014?

Members that travel are eligible reimbursement related to travel expenses. Because all meetings were held electronically, no member received reimbursements in FY13-14.

6. What were the council's revenues (by source) and expenditures (by object) for fiscal years 2013 and 2014? Does the council carry a fund balance and, if so, what is the total of that fund balance? If expenditures exceeded revenues, and the council does not carry a fund balance, what was the source of the revenue for the excess expenditures?

There were no revenues or expenditures.

7. Is the council subject to Sunshine law requirements (per Section 8-44-1020 et seq., *Tennessee Code Annotated*) for public notice of meetings, prompt and full recording of minutes, and public access to minutes? If so, what procedures does the council have for informing the public of its meetings and making its minutes available to the public?

Meeting notices are posted on the SBE website at least one week prior to the meeting.

8. How does the council ensure that its members are operating in an impartial manner and that there are no conflicts of interest? If the council operates under a formal conflict of interest policy, please attach a copy of that policy.

The members represent the various constituencies within teacher education – public universities, private universities, school districts, NFPs, teacher unions, etc. There is not a formal conflict of interest policy

9. Has the council promulgated rules and regulations? If yes, please cite the reference.

No

10. Does the council have a website? Is so, please provide the web address. What kind of public information is provided on the website?

No

11. What were the council's major accomplishments during fiscal years 2013 and 2014? How do those accomplishments relate to Section 49-5-110(a), *Tennessee Code Annotated*, which provides that the council "shall make a continuous study of problems involved [in teacher education and certification], and render advice and assistance to the state board of education"? What actions, if any, has the board undertaken in response to that advice and assistance?

The ACTEC reviewed policies proposed by the Dept. of Education that were related to teacher training. The ACTEC made suggestions for improvements and clarification. The ACTEC reviews all proposals on teacher education and licensure and submits their advice to the State Board. The State Board considers all ACTEC advice before voting on rules or policies related to teacher education and licensure.

12. What reports, if any, does the council prepare concerning its activities, operations and accomplishments? Who receives copies of these reports? Please attach copies of any such reports issued in fiscal years 2013 and 2014.

None

13. Has the council developed and implemented quantitative performance measures for ensuring it is meeting its goals? (Please answer either yes or no). If the council has developed and implemented quantitative performance measures, answer questions 14 through 21. If the council has not developed quantitative performance measures, proceed directly to question 22.

No

14. What are your key performance measures for ensuring that your council is meeting its goals? Describe so that someone unfamiliar with the program can understand what you are trying to measure and why it is important to the operation of your program.

15. What aspect[s] of the program are you measuring?

16. Who collects relevant data and how is this data collected (e.g., what types information systems and/or software programs are used) and how often is the data collected? List the specific resources (e.g., report, other document, database, customer survey) of the raw data used for the performance measure.

17. How is the actual performance measure calculated? If a specific mathematical formula is used, provide it. If possible, provide the calculations and supporting documentation detailing your process for arriving at the actual performance measure.

18. Is the reported performance measure result a real number or an estimate? If an estimate, explain why it is necessary to use an estimate. If an estimate, is the performance measure result recalculated, revised, and formally reported once the data for an actual calculation is available?

19. Who reviews the performance measures and associated data/calculations? Describe any process to verify that the measure and calculations are appropriate and accurate.

20. Are there written procedures related to collecting the data or calculating and reviewing/verifying the performance measure? Provide copies of any procedures.

21. Describe any concerns about your council's performance measures and any changes or improvements you think need to be made in the process.

22. Provide an explanation of any items related to the council that may require legislative attention, including your proposed legislative changes.

None

23. Should the council be continued? To what extent and in what ways would the absence of the council affect the public health, safety, or welfare of the citizens of the State of Tennessee?

Yes. The Council has been in operation since 1986 and explores topics and advises the board on issues that improve teaching quality. Without the Council K-12 and Higher Education communities will lose a strong voice on issues related to teacher education and certification.

24. Please list all council programs or activities that receive federal financial assistance and, therefore are required to comply with Title VI of the Civil Rights Act of 1964. Include the amount of federal funding received by program/activity.

None

If the council does receive federal assistance, please answer questions 25 through 32. If the council does not receive federal assistance, proceed directly to question 31.

25. Does the council prepare a Title VI plan? If yes, please provide a copy of the most recent plan.

26. Does the council have a Title VI coordinator? If yes, please provide the Title VI coordinator's name and phone number and a brief description of his/her duties. If not, provide the name and phone number of the person responsible for dealing with Title VI issues.

27. To which state or federal agency (if any) does the council report concerning Title VI? Please describe the information your council submits to the state or federal government and/or provide a copy of the most recent report submitted.

28. Describe the council's actions to ensure that association staff and clients/program participants understand the requirements of Title VI.

29. Describe the council's actions to ensure it is meeting Title VI requirements. Specifically, describe any council monitoring or tracking activities related to Title VI, and how frequently these activities occur.

30. Please describe the council's procedures for handling Title VI complaints. Has the council received any Title VI-related complaints during the past two years? If yes, please describe each complaint, how each complaint was investigated, and how each complaint was resolved (or, if not yet resolved, the complaint's current status).

31. Please provide a breakdown of current council staff by title, ethnicity, and gender. The ACTEC is staffed by one person, Dr. David Sevier, Deputy Executive Director. He is a white male.

32. Please list all council contracts, detailing each contractor, the services provided, the amount of the contract, and the ethnicity of the contractor/business owner.

None

